

**Topics Tentatively Scheduled for Study Session Discussion  
and  
Topics Requested for Action at Future Business Meetings of the Highland Town Council**

**Council Business Meetings Are Generally Scheduled for the Second & Fourth Mondays of Each  
Month Beginning at 7 PM at Town Hall, 3333 Ridge Road, Highland, IN 46322**

**5/21/2007 Study Session:**

Presentation from the Highland Lions Club seeking Council support for a request to the Park Board for lower fees for non-profit organizations to use the Lincoln Center

*The current fee is substantially reduced for non-profit organizations upon a case-by-case determination of the Parks and Recreation Board.*

Inquiry whether the Council would be willing to authorize an encroachment license for use of the sidewalk on the north side of Highway Avenue by Langel's Restaurant for outdoor dining

*Terms and conditions suggested by a Redevelopment Commission member and others on review of this topic:*

- 1. The license should be subject to approval of variances by the Board of Zoning Appeals.*
- 2. The planter and trees should be relocated to a public way.*
- 3. The allowance to use the sidewalk should be revocable for failure to maintain the exterior of the building and adjacent public ways, remaining landscape features and parking lane; an increase in responses by the police for incidences involving patrons of the establishment, etc.*
- 4. The license to use the sidewalk should not transferable to successive businesses, otherwise Langel's gains resale value on top of the allowance and loan given, plus we have no input into who or what comes next.*
- 5. The establishment should make all public spaces of the establishment fully compliant with the ADAAG and certify to the town, in writing, by a licensed professional (architect or engineer) experienced in such certifications - and maintain the required accessibility in perpetuity, including any additional expansions or renovations. (This should always be a requirement of any loan or incentive given to a business. It's law anyway, but it reiterates our commitment to the Act and its enforcement).*
- 6. The establishment should not hold outdoor entertainment of any kind.*
- 7. If the establishment elects to broadcast music outdoors, it should not be audible beyond fifty feet of the establishment.*

Proposed update to the Five-Year Street Capital Improvement Plan (Bach / Underkofler)

*The first draft of the CIP indicates sufficient funds may be available to underwrite the Ridge Road project in 2007; the entire scope of the Branton Avenue project subject to approval of special assessment financing; and local road pavement preservation projects up to \$840,000 per year without incurring additional debt. Sources of funds for the proposed street improvement program are subject to change after review by the Clerk-Treasurer.*

Proposed Ordinance: Establishing a "Rainy Day Fund" by a residual equity transfer of all unencumbered cash and investments in the Self Insurance Fund to accumulate an operating cash flow reserve to mitigate interest expense on tax anticipation warrants (Underkofler)

*Expenditures from the Rainy Day Fund would be used for temporary transfers to other funds of the town for cash flow purposes to meet debt service, payroll and monthly accounts payable when tax revenues are not received in a timely manner to mitigate interest expense on tax anticipation debt. Transfers from the Rainy Day Fund to other funds would be characterized as interfund loans to be retired within the fiscal year of issuance. The affirmative vote of four (4) members of the Town Council would enable a temporary or permanent transfer of assets of the Rainy Day Fund to another fund of the town for any lawful purpose authorized by state statutes.*

Proposed Ordinance: Amending Section 72.25 of the Highland Code of Ordinances to enable properly trained Volunteers in Police Service (VIPS) to write citations for handicapped parking violations, fire lane violations and snow route violations (Hojnicki)

Proposed Ordinance: Enabling new full-time employees to participate in Health Savings Accounts with a \$1,000 per year Employer contribution to the HSA accounts prorated based upon the month of hire. Employer disbursements to HSA accounts would be made on a quarterly basis. (Griffin)  
*The town manager recommends Employer contribution come from the funds which will be financing the employee's payroll expense since the Self Insurance Fund may be dissolved shortly with its assets transferred to a Rainy Day Fund.*

Inquiry whether the Council would be willing to remove street lights at 22 locations where they do not comply with current standards (Bach)

*This topic was postponed at the last meeting of the Council.*

Direction for the management staff to draft an ordinance amending the employee compensation and benefits ordinance (Underkofler)

*This topic was postponed at the last study session of the Council.*

All topics tentatively scheduled for the May 29th Business Meeting

**5/29/2007 Business Meeting:**

Public Hearing: Adopting a Preliminary Resolution for Special Assessment Financing for the Branton Avenue Reconstruction Project (Bach)

Council Decision Request: Reporting bids received and authorizing a contract for the Hart Road Sanitary Sewer Extension Project (Bach)

*Since the Town intends to utilize Community Development Block Grant (CDBG) funds to assist with the cost of this project to underwrite assessments of income eligible property owners, the Council, rather than the Sanitary District, would be the contracting entity for this project. Bids for this project were opened on April 12<sup>th</sup>. A public hearing on the proposed assessments will be held at the Sanitary District's meeting of May 15, 2007.*

**6/4/2007 Study Session:**

Proposed Ordinance: Prohibiting skateboard use on real estate, parkways, easements and rights-of-way owned by the town (Herak / Underkofler)

Proposed Ordinance: Governing the prohibition, prevention and removal of graffiti (Hojnicki)

Resolution: Setting a date for a public hearing for receiving testimony, remonstrances and objections from persons interested or affected by the designation of a proposed Economic Development Target Area coterminous with the boundary of the Redevelopment Area (Underkofler)

*At a meeting held May 14, 2007, the Council adopted Resolution 2007-23 designating an Economic Revitalization Area coterminous with the boundary of the Highland Redevelopment Area. This measure, if recommended by the Economic Development Commission, would enable property tax abatement for installation of new equipment, redevelopment or rehabilitation of real property for retail use.*

All topics tentatively scheduled for the June 11th Business Meeting

**6/11/07 Business Meeting:**

Council Decision Request: Reporting bids received and authorizing a contract for repair of the town hall roof (Bach)

**Topics Postponed for Consideration at Future Council Business Meetings:**

Joint Resolution of the Water Board, Sanitary District and Town Council: Authorizing procurement of a new utility billing, cash receipts and related accounting systems (Underkofler / Griffin)

Public Hearing: Application for a property tax abatement for construction of a new physician office building at 8032 Kennedy Avenue (Dr. Joe Spott, applicant)

Introduced Resolution 2006-63: Accepting Seeberger Farms Subdivision Improvements (Bach & Mika)

*The Council will need assurance the improvements have been constructed to standards that are acceptable for the Town to assume responsibility for their future operation and maintenance. The Public Works Director and the Town's engineering consultants recommend waiting until the subdivision is substantially complete until accepting the street improvements.*

Proposed Resolution: Approving a 2007 Update to the Strategic Plan and Capital Improvement Program (Underkofler)

Proposed Ordinance: Updating the Personnel Handbook (Underkofler)